



# Eastern District of Michigan CM/ECF E-News

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## It's Official! Mandatory E-Filing began December 1, 2005

On September 19, 2005, Chief Judge Bernard A. Friedman announced that the Court has approved mandatory e-filing. Therefore, except as specified otherwise in the Court's ECF Policies and Procedures or by court order, all papers (not simply cases) filed after November 30, 2005, must be filed electronically.

In anticipation of mandatory e-filing, the Court also approved mandatory training for all ECF filing users. Effective September 19, 2005, the Court will not issue ECF logins and passwords to attorneys who complete ECF Registration until they or a designee attend ECF Training.

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All information necessary for an attorney to become an e-filer is available on the Court's web site ([www.mied.uscourts.gov/ECF](http://www.mied.uscourts.gov/ECF)) or by calling the ECF Attorney Help Desk at (313)234-5042.

Due to overwhelming demand, our training classes fill very quickly. If you have been unable to fulfill your training requirements, you may need to file in the traditional manner until you can get trained and then be issued a login and password. Upon filing in the traditional manner, you will receive a Notice of Non-Compliance. It is advised that you have all steps (as outlined on our website) completed with the exception of the training, in order to show the Court that you are attempting to comply with the mandatory e-filing rules.

### To Link or Not to Link...

☐ Should the document you are filing link to another document in this case?

Filed  to

Documents  to

Optional boxes used to narrow down choices on next screen.

This screen appears when certain documents are filed that could be linked back to a document previously filed.

When this screen appears, you have several options. If you put a check mark in the box next to the word "Should," leave the other boxes blank, and click [Next], the following screen will display every document on the docket that you could link your current document to.

Entering dates in the "Filed" boxes will prompt the system to only show documents filed within that date range. Entering document numbers in the "Documents" boxes, prompts the system to only display the documents that fall within that range on the next screen.

Examples of some documents that should be linked are: objections linked back to the order, and exhibits that link back to the document they support.



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## Requests for Garnishments can now be E-filed

As of December 1, 2005, e-filers may e-file their requests for writs of garnishments. The request should be scanned into PDF and then e-filed under one of two categories in CM depending on whether the filer is representing the USA or not. If you have any questions about filing your request, please contact the help desk at 313-234-5042.

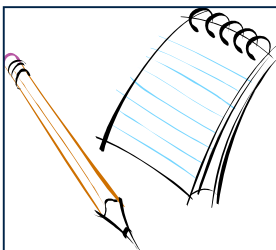
### Requests filed for non-USA parties:

- After the docket entry is submitted, the Writ will be issued by the clerk within 24 hours and returned to the filer by regular mail for service.
- To comply with State garnishment rules, the entry will not appear on the public docket or generate a Notice of Electronic Filing. After 5 business days, the clerk will enter the Writ of Garnishment on the public docket, generating a Notice of Electronic Filing to all e-filing attorneys in the case.

### Requests filed for USA parties:

- This docket event is used for Writs of Garnishment requested by the United States only. If the filing party is not the United States, abort the entry and use the docket event Request for Writ of Garnishment other than USA.
- After the docket entry is submitted, the Writ will be issued by the clerk within 24 hours and returned to the filer by regular mail for service.

## Keeping Track of Passwords and Policies



Many e-filers practice in other courts in addition to the Eastern District of Michigan. Although CM/ECF looks similar in all courts, they are all very different systems

and each require a separate login and password. In addition to unique logins and passwords, each court has unique policies and procedures. It is important for the e-filer to know each courts' policies and procedures and to keep their logins and passwords organized. We suggest creating a cheat sheet for each of the courts you practice in.

At the top of each page write or type the name of the Court. List the login and password, the web address to the login page, and the court's help desk telephone number. Under that, you can make notes for specific practices that court has; such as how to submit a proposed order, or what the file size limitations are. This will help keep you organized, follow procedures properly, and keep your logins and passwords safe. (Keep this notebook in a safe and secure location.)



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## Filing Voluminous and Numerous Exhibits



Exhibits, no matter the quantity or length can be e-filed if the following guidelines are adhered to:

- Have all your exhibits in PDF prior to beginning the e-filing.
- Print out your Index of Exhibits and use it to keep track of

which files you have uploaded so as not to skip or repeat any.

- Don't get "timed out" of CM/ECF by trying to send too much at one time. The connection to CM/ECF is lost if it takes longer than 20 minutes to move from one screen to the next and the move from the final docket text screen to the notice of electronic filing is when your filing is actually being transmitted to the court.
- Monitor and adjust the total file size of what you are e-filing. A general guideline is to keep the total file size (main document plus attachments) below 20 - 25MB. If your total file size exceeds 20 - 25MB, e-file your exhibits as separate group filings, receiving multiple Notices of Electronic Filings.

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- Know your system. If you have a slow modem or slow Internet service, you may want to keep the total file size below 15MB.
- To file voluminous exhibits in groups, file the main document along with a portion of your exhibits. After receiving a Notice of Electronic Filing, go back to the Civil Events menu. Go to "Other Documents" and select "Exhibit." Upload the next sequential exhibit as the main document and file the next several exhibits as attachments to this filing. Continue this process until all of your exhibits are filed. You can see a detailed example of this in our [Filing User's Manual](#).
- Remember, the system will not accept on PDF file larger then 5 megabytes in size. If you have a file larger then 5MB, then you must divide that file into smaller parts.

## Please Be Advised...

An email sent to the Court by clicking reply to a Notice of Electronic Filing (NEF) e-mail will not be read by Court staff. If you have questions regarding an NEF, forward the NEF and your question or comment to the following e-mail: [attyhelp@mied.uscourts.gov](mailto:attyhelp@mied.uscourts.gov). Court staff will then review your e-mail and respond, if necessary.





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## Creating a short cut to CM/ECF Login

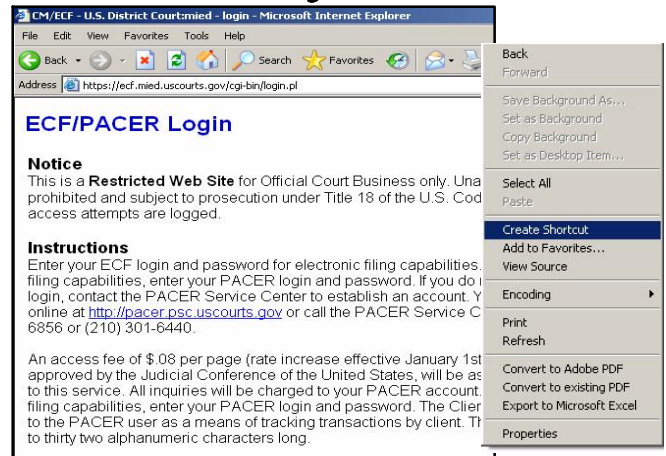
Many e-filing users find it convenient to create a link on their desktop to the e-filing

login page. This is easily accomplished. The easiest way is to open the login page, right click the mouse and select "Create Shortcut." A message box will appear on your screen advising you that a shortcut will be placed on the desktop. Go to your desktop and right click on the newly created icon, select "Rename," and name your shortcut something indicating that this is the login for the Eastern District of Michigan Electronic Case Filing System. This will prevent you from confusing our login screen with another Court's login screen.

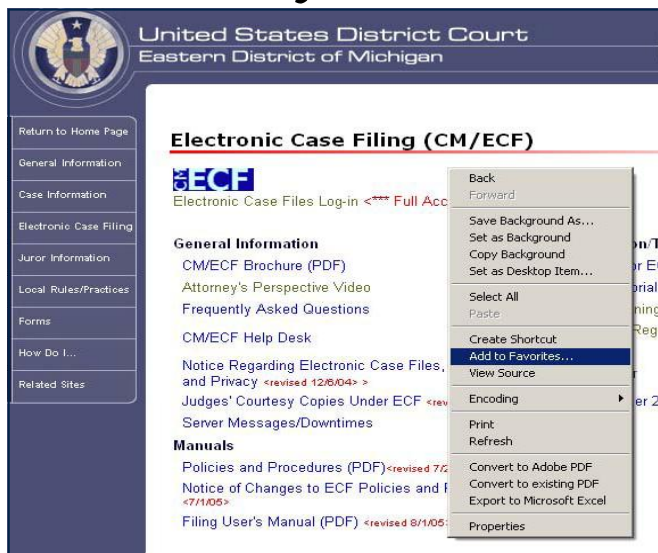
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### Creating a Shortcut



### Adding a Favorite



## Adding U.S. District Court Website to your Favorites

As a timesaver, consider adding the Court's website to your favorites list. This will allow easy access to the website with its useful links and important information.

To do this, visit <http://www.mied.uscourts.gov/ecf>. When the page loads, right click on the screen and select "Add to Favorites." A box will open and allow you to edit the name of the site for your list. Change it as desired and click [OKAY].

